



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

07-14

| DEPARTMENT | DIVISION | SECTION | PERMANENT <input checked="" type="checkbox"/> | NON-PERMANENT <input type="checkbox"/> |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| SECRETARY OF STATE | ELECTIONS | | | |
| ITEM NO. | DESCRIPTION | RETENTION PERIOD | SPECIAL INSTRUCTIONS | |
| 1 | ABSTRACT OF VOTES SUBMITTED BY COUNTIES (ORIGINAL COPY) A. Primary B. General C. Recall | PERMANENT | Retain in agency office for 25 months, then transfer to Archives CRS 1-7-802 | |
| 2 | PETITIONS FOR AMENDMENT (TEN SAMPLE PETITIONS PER AMENDMENT ISSUE) | PERMANENT | Transfer ten sample petitions periodically to custody of State Archivist (CRS 1-40-133-Destroy all other records after 3 years.) | |
| 3 | INITIATIVES A. Official Files of Proposed Initiatives and Title Board Hearings B. Official Tapes | PERMANENT | Retain in agency office for 6 months or for any pending court cases, then transfer to Archives | |
| 4 | REDISTRICTING AND REAPPORTIONMENT | PERMANENT | Retain in agency office only | |
| 5 | MUNICIPAL RECORDS A. Incorporation Records of Cities and Towns B. Certified Copies of Abstract of Votes Cast submitted by Municipalities C. Town Abandonment Records | PERMANENT | Retain in agency office for 1 year, then transfer to Archives | |

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature

Terry Litchner

Date

10/30/2006

Records Liaison Officer's Signature

Chris Hodges

Date

10/18/06

Attorney General's Signature

John W. Suthers by mm

Date

11/16/06

State Auditor's Signature

William E. Rief

Date

11/2/06



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| SECRETARY OF STATE | ELECTIONS | | | |
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| 6 | OATHS, BONDS, FACSIMILE SIGNATURE CERTIFICATES | PERMANENT | Retain in office for 10 years, then transfer to Archives | |
| 7 | ADMINISTRATIVE A. Blue Ribbon Panel-Tapes and Files B. Rule-Making Hearing Tapes and Files | PERMANENT | For A: Retain in agency office for 2 years, then transfer to Archives For B: Retain in agency office for 6 years for any possible court cases, then transfer to Archives | |
| 8 | STATE MAPS-Electronic Format Congressional Senate House | PERMANENT | Schedule 3 (for Historical Value) | |
| 9 | EXECUTIVE ORDERS | PERMANENT | Retain in agency office for 3 years, then transfer to Archives | |
| 10 | POLITICAL PARTY ORGANIZATION/FORMATION A. Petitions B. Correspondence C. Filings | PERMANENT | For A and B-- retain in agency office for 1 year as needed for protest period and/or pending court cases, then transfer to Archives For C -- retain in agency office | |
| 11 | CAMPAIGN POLITICAL FINANCE COMPLAINTS | PERMANENT | Retain in agency office for 2 years plus current, then transfer to Archives | |

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State Archivist's Signature

Terry Ketchum

Date

10/30/2006

Records Liaison Officer's Signature

Cheryl Hodges

Date

10/18/06

Attorney General's Signature

John W. Suthers by mmm

Date

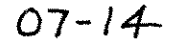
11/6/06

State Auditor's Signature

William E. Ray

Date

11/2/06





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| SECRETARY OF STATE | ELECTIONS | | NON-PERMANENT <input checked="" type="checkbox"/> |
| ITEM NO. | DESCRIPTION | RETENTION PERIOD | SPECIAL INSTRUCTIONS |
| 1 | ABSTRACT OF VOTES SUBMITTED BY COUNTIES (ORIGINAL COPY) A. Primary B. General C. Recall | Retain in agency office for 25 months, then transfer to Archives | CRS 1-7-802 |
| 2 | PETITIONS FOR AMENDMENT (OTHER THAN SAMPLES) | Retain in agency office for 2 months or for any pending court cases, transfer to Archives for 3 years, then destroy* | CRS 1-40-133 * provided ten sample petitions per amendment issue are retained permanently |
| 3 | INITIATIVES- OFFICIAL PROPOSED INITIATIVES, TITLE BOARD HEARINGS, OFFICIAL TAPES | Retain in agency office for 6 months, then transfer to Archives | |
| 4 | CONFLICTS OF INTEREST FILINGS | Retain in agency office for 2 months, transfer to Archives for 5 years, then destroy | CRS 18-8-308(2)-as long as individual retains position |
| 5 | NVRA (National Voter Registration Act) | Retain in agency office for 2 years + current, then destroy | PUBLIC LAW 103-31, 3629(4)(1) |
| 6 | LOBBYIST | Retain in agency office for 5 years, then destroy | CRS 24-6-04(2)(a) § 24-6-304(2)(a) <i>mm</i> |

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| State Archivist's Signature <i>Jerry Ketchum</i> | Date <i>10/30/2006</i> | Records Liaison Officer's Signature <i>Angie Hodges</i> | Date <i>10/18/06</i> |
| Attorney General's Signature <i>John W. Suthers by mm</i> | Date <i>11/6/06</i> | State Auditor's Signature <i>William H. H. H. H. H.</i> | Date <i>11/2/06</i> |



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| ITEM NO. | DESCRIPTION | RETENTION PERIOD | SPECIAL INSTRUCTIONS |
| 7 | STATE CAMPAIGN POLICY FINANCE (aka CPF, CAMPAIGN REFORM ACT, CRA, FAIR CAMPAIGN PRACTICES ACT, FCPA) FILINGS, including but not limited to: Personal Financial Disclosure Statements, Reports, Committee Registrations, Honorarias, Correspondence, Designations, Acceptances, and Affidavits A. Candidates Not Elected B. Candidates Elected | For Items 6A and 6B, retain in agency office for 1 year, transfer to Archives for 5 years, then destroy | NOTE: IF THERE WAS A CONTESTED ELECTION, RECORDS MUST BE RETAINED UNTIL THE CONTEST IS EXHAUSTED |
| 8 | MAIL BALLOT PLANS Approved and Not Approved i. County ii. Municipal iii. Special Districts | Retain in agency office for 12 months, transfer to Archives for 13 months, then destroy | CRS 1-7-802 |
| 9 | PETITIONS FOR STATE CANDIDACY | For 9, 10, & 11-Retain in agency office for 1 year, transfer to Archives for 4 years, then destroy | |
| 10 | PETITIONS FOR PRESIDENTIAL CANDIDACY | | |
| 11 | PETITIONS FOR RECALL | | |

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| State Archivist's Signature <i>Terry Fletcher</i> | Date 10/30/2006 | Records Liaison Officer's Signature <i>Chris Hodges</i> | Date 10/18/06 |
| Attorney General's Signature <i>John W. Santorum by mm</i> | Date 11/6/06 | State Auditor's Signature <i>Chris Hodges</i> | Date 11/2/06 |



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| ITEM NO. | DESCRIPTION | RETENTION PERIOD | SPECIAL INSTRUCTIONS |
| 12 | ADMINISTRATIVE: A. Election Director's Files Correspondence and Supporting Documentation (including Summaries of Public Hearings and Legal Briefs B. Election Director's copies of Personnel Files – CLOSED | Retain in agency office for 2 years, then destroy (if not needed for any court cases) Retain in agency office for 1 year, then destroy | NOTE: NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT. |
| 13 | PUBLIC HEARING NOTICES (Filed by other state agencies, boards, etc.) | Retain in agency office for 1 year, then destroy | |

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| State Archivist's Signature <i>Terry Ketelsen</i> | Date 10/30/2006 | Records Liaison Officer's Signature <i>Chris Hodges</i> | Date 10/18/06 |
| Attorney General's Signature <i>John W. Suthers by mmm</i> | Date 11/2/06 | State Auditor's Signature <i>Michael R. Key</i> | Date 11/2/06 |